

इंटरनेट

मानक

Disclosure to Promote the Right To Information

Whereas the Parliament of India has set out to provide a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, and whereas the attached publication of the Bureau of Indian Standards is of particular interest to the public, particularly disadvantaged communities and those engaged in the pursuit of education and knowledge, the attached public safety standard is made available to promote the timely dissemination of this information in an accurate manner to the public.

“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 7150 (1974): library catalogue and abstract card [MSD 5: Documentation and Information]



“ज्ञान से एक नये भारत का निर्माण”

Satyanarayan Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”

BLANK PAGE



IS : 7150-1974

Indian Standard
**SPECIFICATION FOR
LIBRARY CATALOGUE AND ABSTRACT C.**

(Second Reprint APRIL 1988)

UDC 025.354

© *Copyright* 1974

**BUREAU OF INDIAN STANDARDS
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110002**

Indian Standard

SPECIFICATION FOR LIBRARY CATALOGUE AND ABSTRACT CARD

Documentation Sectional Committee, EC 2

Chairman

SHRI B. S. KESAVAN

106 Rabindra Nagar, New Delhi

Members

Representing

MR N. J. ARDESHIR	All India Federation of Master Printers, Bombay
SHRI R. VENKATESWARAN (<i>Alternate</i>)	
SHRI Y. R. CHADHA	Publications & Information Directorate (CSIR), New Delhi
SHRI R. N. SHARMA (<i>Alternate</i>)	
SHRI N. CHAKRAVARTTY	National Council of Educational Research & Training (Publications Unit), New Delhi
SHRI C. N. RAO (<i>Alternate</i>)	
SHRI A. DAR	Printing & Stationery Department, Government of Uttar Pradesh, Lucknow
SHRI A. C. DAS GUPTA	Chief Controller of Printing & Stationery, New Delhi
SHRI P. S. RAMACHANDRAN (<i>Alternate</i>)	
SHRI S. N. GUHA RAY	Sree Saraswati Press Limited, Calcutta
SHRI R. C. GUPTA	National Archives of India, New Delhi
SHRI R. KRISHNAMOORTHY	Indian Academy of Printing & Graphic Arts, Bangalore
SHRI K. S. RANADE (<i>Alternate</i>)	
SHRI KRISHAN KUMAR	Indian Council of Agricultural Research, New Delhi
DR S. D. LIMAYE	Technical Commission for Scientific & Technical Terminology (Ministry of Education & Social Welfare), New Delhi
SHRI MADAN GOPAL	Publications Division (Ministry of Information & Broadcasting), New Delhi
SHRI D. N. MALHOTRA	The Federation of Publishers & Booksellers Association in India, New Delhi
SHRI U. K. MALLYA	National Book Trust, New Delhi
SHRI J. C. MEHTA	Indian Library Association, New Delhi
SHRI A. K. MUKERJI	The Times of India, Bombay
COL B. T. NAGRANI	Institution of Engineers (India), Calcutta
SHRI R. K. ABROL (<i>Alternate</i>)	
PROF A. NEELAMEGHAN	Documentation Research & Training Centre, Bangalore
SHRI G. BHATTACHARYYA (<i>Alternate</i>)	

(Continued on page 2)

● Copyright 1974

BUREAU OF INDIAN STANDARDS

This publication is protected under the *Indian Copyright Act* (XIV of 1957) and reproduction in whole or in part by any means except with written permission of the publisher shall be deemed to be an infringement of copyright under the said Act.

IS : 7150 - 1974

(Continued from page 1)

<i>Members</i>	<i>Representing</i>
DR M. C. PANT	National Council of Educational Research & Training (Department of Science Education), New Delhi
SRI S. PARTHASARATHY	Indian National Scientific Documentation Centre (CSIR), New Delhi
SRI R. S. RAWAL	Thomson Press (India) Ltd, Faridabad
SRI P. B. ROY	Indian Association of Special Libraries & Information Centres, Calcutta
SRI DHANPAT RAI (Alternate)	
SRI S. A. SAPRE	Directorate of Printing & Stationery, Government of Maharashtra, Bombay
SRI G. S. SHARMA	Defence Scientific Information & Documentation Centre (Ministry of Defence), New Delhi
SRI Y. D. SHARMA	University Grants Commission, New Delhi
SRI B. P. MALLARAJ URB	Office of the Director of Printing, Stationery & Publications, Government of Karnataka, Bangalore
SRI D. NARASIMHAIAH (Alternate)	
SRI C. V. J. VARMA	Central Board of Irrigation & Power, New Delhi
SRI R. L. QAZI (Alternate)	
SRI RAM D. TANEJA, Director (Pub)	Director General, BIS (<i>Ex-officio Member</i>)
<i>Secretary</i>	
SRI P. V. GOPALAKRISHNAN	
Deputy Director (Pub), BIS	

Panel for Library Catalogue Card, EC 2 : P 3

<i>Convenor</i>	
SRI N. CHAKRAVARTTY	National Council of Educational Research & Training (Publications Unit), New Delhi
<i>Members</i>	
DR S. R. D. GUHA	Forest Research Institute & Colleges, Government of India, Dehra Dun
SRI J. C. MEHTA	Indian Library Association, Delhi
SRI S. PARTHASARATHY	Indian National Scientific Documentation Centre (CSIR), New Delhi

**AMENDMENT NO. 1 JULY 2003
TO
IS 7150 : 1974 SPECIFICATION FOR LIBRARY
CATALOGUE AND ABSTRACT CARD**

(*Page 4, clause 3.1.1*) —Substitute the following for the existing clause :

3.1.1 Besides the International Library Catalogue Card, Card of A7 size can also be used for Library purposes. For printing of abstracts directly from computer the same card size may be adopted. For manual preparation of abstracts, card of A6 size may be used exclusively.'

(*Page 6, clause 4.1.1*) — Substitute the following for the first sentence:

Catalogue Cards may be made available as continuous card stationery with perforation for each strip and mountable on printer for direct printing from computers. For manual preparation, catalogue cards may also be made available in the form of four-up (4-up) strips (*see Fig. 5*).

(MSD 5)

Indian Standard

SPECIFICATION FOR LIBRARY CATALOGUE AND ABSTRACT CARD

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 28 January 1974, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 The catalogue card is intended for storing bibliographical information for the purpose of retrieval of documents when needed.

0.3 As the card is used frequently for reference it should have: (a) a suitable fibre content with sufficient strength; (b) a smooth surface for typing and writing, with good erasing quality; (c) precision cut edges without curl; and (d) uniform size without spots and free from imperfections.

0.4 There is a need for standardization of the attributes of the card given in **0.3** which will facilitate production of cards by manufacturers as well as procurement by libraries and other users.

0.5 This standard contains clause **3.4** which permits the purchaser to obtain either plain or ruled cards.

0.6 In the formulation of this standard due weightage has been given to international co-ordination among the standards and practices prevailing in different countries in addition to relating it to the practices in the field in this country. The following publications have been referred to in the preparation of this standard:

ISA Bulletin 22 Publishers. Book card, contents slip bibliographical card. International Federation of the National Standardizing Associations.

CGSM 53-GP-106/1969 Standard for card, index: library cataloguing (for permanent use). Canadian Government Specification Board.

DIN 1504-1956 Schrifttumskarten (bibliographic card). Deutscher Normenausschuss.

USAS Z85-1969 Standard for permanent and durable library catalogue card. United States of America Standards Institute.

IS: 7150-1974

0.7 For the required data the Forest Research Institute, Dehra Dun carried out the various tests on the catalogue cards manufactured in India.

0.8 For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS: 2-1960*. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

1. SCOPE

1.1 This standard covers the requirements and the methods of sampling and testing for the library catalogue card used for cataloguing of publications and abstract card used for bibliographical description documents, etc.

1.1.1 The requirements for library catalogue card and abstract card are the same except for their dimensions.

2. GRADES

2.1 There shall be two grades of catalogue cards, namely, Grade 1 and Grade 2 as given in Table 1.

2.2 Grade 1 Catalogue cards may be used in libraries where the frequency of handling is more and in other cases Grade 2 cards may be used.

3. REQUIREMENTS

3.1 Dimensions—The sizes of the card shall be the following:

- a) A7 (74 × 105 mm) (*see* Fig. 1),
- b) International Library Catalogue Card (75 × 125 mm) (*see* Fig. 2), and
- c) A6 (105 × 148 mm) (*see* Fig. 3).

3.1.1 Besides the International Library Catalogue Card, card of A7 size can also be used for library purposes. For preparation of abstracts, card of A6 size may be used exclusively.

3.1.2 Tolerance—The tolerance on length and width shall be ± 1 mm.

*Rules for rounding off numerical values (*revised*).

3.2 Card Stock—The card shall be of uniform formation thickness and substance, evenly finished and free from specks or other blemishes. The card should have a smooth but non-glossy surface. It shall be suitable for ruling, typing, printing and writing with ink. It should have a good erasing quality.

3.3 Colour—The colour of the card should preferably be cream-white unless otherwise specified.

3.4 Lines—The cards should be plain or ruled as required by the purchaser and the distance between the lines should be 8 mm.

3.4.1 Ruling commonly used on card is shown in Fig. 4.

3.5 Punch Hole—The hole shall be punched, if required, on the card and shall be at the centre of the long dimension. The centre of the hole shall be 8 mm from the bottom edge. The diameter of the hole shall be 8 mm.

3.6 The card shall also comply with the requirements given in Table 1 when tested in accordance with the relevant test methods.

TABLE 1 REQUIREMENTS FOR CATALOGUE AND ABSTRACT CARD

(Clauses 2.1, 3.6 and A-2.4.2)

SL No.	CHARACTERISTIC	REQUIREMENTS		METHOD OF TEST, REF TO CL No.
		Grade 1	Grade 2	
(1)	(2)	(3)	(4)	(5)
i)	Substance, g/m ²	225-325	225-325	6 of IS : 1060 (Part I)-1966*
ii)	Stiffness factor, <i>Min</i>	10.0	5.0	7 of IS : 1060 (Part III)-1969†
iii)	Burst factor, <i>Min</i>	25.0	10.0	12.5 of IS : 1060 (Part I)-1966*
iv)	Thickness in mm, <i>Max</i>	0.35	0.35	7 of IS : 1060 (Part I)-1966*

*Methods of sampling and test for paper and allied products, Part I (revised).

†Methods of sampling and test for paper and allied products, Part III.

4. PACKING

4.1 Catalogue cards shall be packed in units of hundreds and each unit of 100 cards may be properly banded. Five such units shall be suitably wrapped in a package.

IS: 7150-1974

4.1.1 Catalogue cards may also be made available in the form of four-up (4-up) strips (*see* Fig. 5). The strips and sheets shall be of easy manual separation. Pin hole perforations shall be avoided. Perforations shall be on the side and bottom edges only. All strips and sheets supplied shall give, when cut, cards of size given in 3.1.

5. MARKING

5.1 Each package may be marked with the following information

- a) Grade of the catalogue card;
- b) Number of cards in the package;
- c) The length, width and thickness of the card; and
- d) The manufacturer's name and trade-mark.

5.1.1 The packages may also be marked with the Standard Mark,

NOTE — The use of the Standard Mark is governed by the provisions of the Bureau of Indian Standards Act, 1986 and the Rules and Regulations made thereunder. The Standard Mark on products covered by an Indian Standard conveys the assurance that they have been produced to comply with the requirements of that standard under a well defined system of inspection, testing and quality control which is devised and supervised by BIS and operated by the producer. Standard marked products are also continuously checked by BIS for conformity to that standard as a further safeguard. Details of conditions under which a licence for the use of the Standard Mark may be granted to manufacturers or producers may be obtained from the Bureau of Indian Standards.

6. SAMPLING

6.1 The sampling procedure and the criteria for conformity shall be as given in Appendix A.

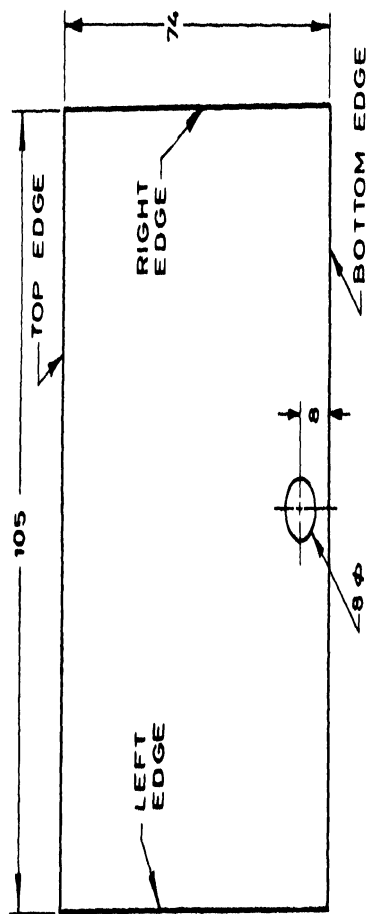


FIG. 1 CATALOGUE CARD OF A7 SIZE (74 x 105 mm)

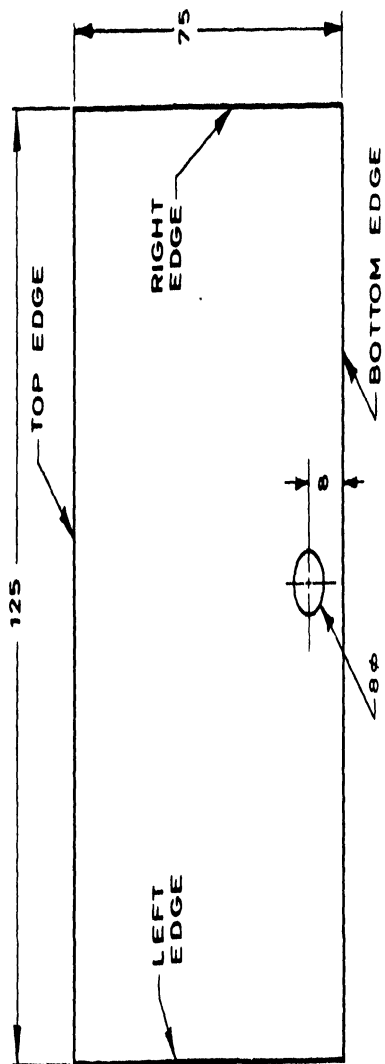


FIG. 2 INTERNATIONAL CATALOGUE CARD SIZE (75 x 125 mm)

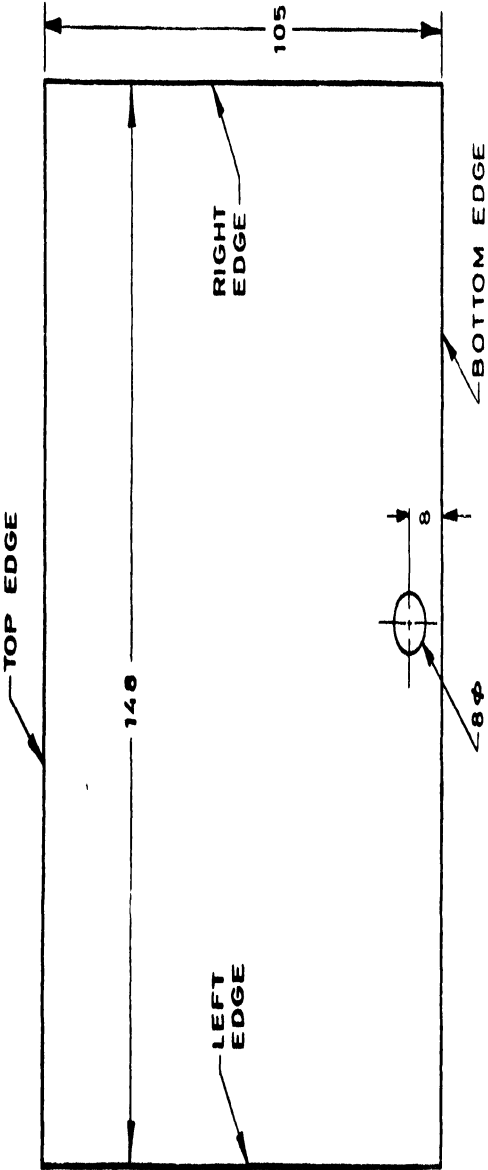


FIG. 3 CATALOGUE CARD OF A6 SIZE (105 × 148 mm)

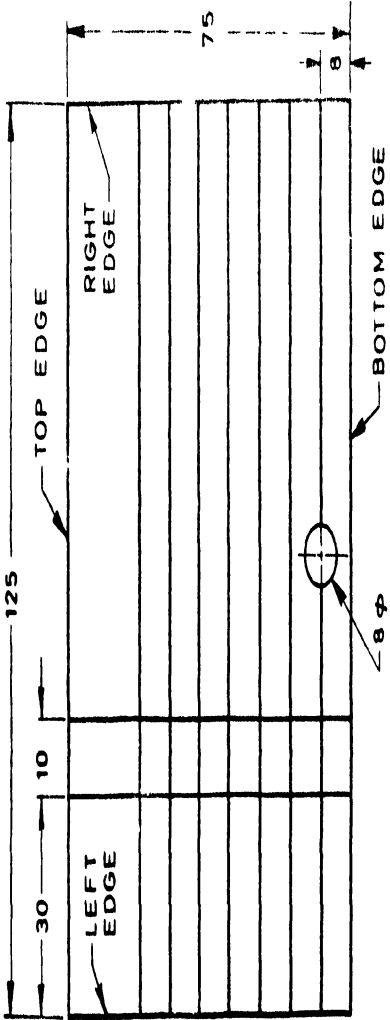
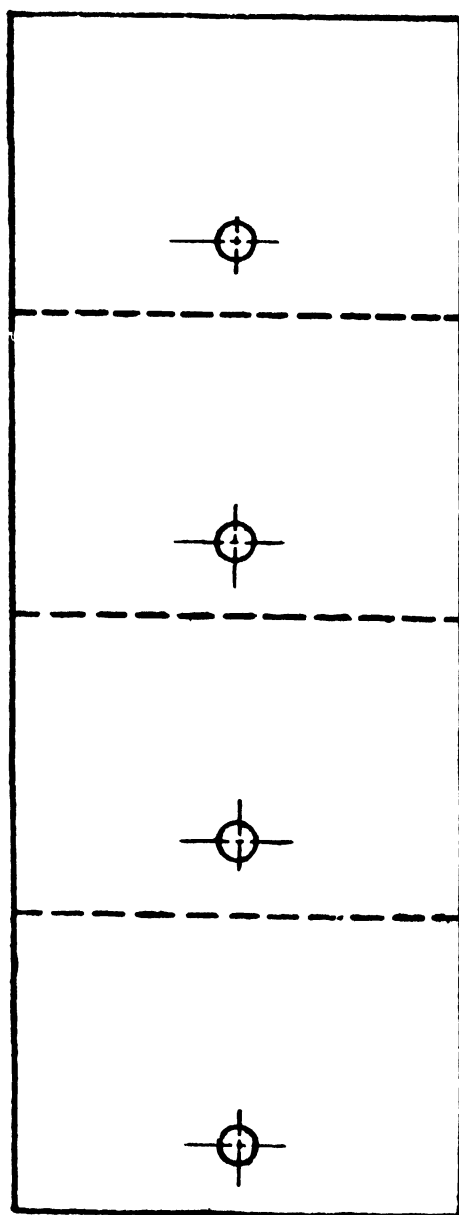


FIG. 4 RULED CATALOGUE CARD



4-Up Strips

FIG. 5 CATALOGUE CARDS IN STRIPS

APPENDIX A

(Clause 6.1)

SAMPLING AND CRITERIA FOR CONFORMITY

A-1. GENERAL PRECAUTIONS

A-1.1 The precautions given in **A-1.1.1** to **A-1.1.3** shall be followed in drawing and handling of samples.

A-1.1.1 Care shall be taken to select samples or portions of packs that are not damaged.

A-1.1.2 Samples shall not be taken from exposed places. They shall be protected from exposure to heat, direct sunlight, liquids, varying humidity as well as any other harmful influences.

A-1.1.3 Care shall be taken so that handling shall not affect the chemical, physical, and other characteristics.

A-2. SCALE OF SAMPLING

A-2.1 Lot— In a single consignment, all the cards of the same quality and grade belonging to the same batch of manufacture shall constitute a lot.

A-2.2 Samples shall be tested from each lot separately for ascertaining the conformity of the material to the requirements of this specification.

A-2.2.1 The number of units to be selected from a lot shall be in accordance with col 1 and 2 of Table 2.

A-2.3 Selection of Units

A-2.3.1 If the lot is composed of packages (*see 4.1*) each containing a number of units in it, at least 20 percent of the packages, subject to a minimum of two, shall be selected at random. From the selected packages, approximately the same number of units shall be selected at random so as to give the sample size as given in col 2 of Table 2. At each state, selection shall be made at random (*see A-2.3.3*).

A-2.3.2 If, however, the lot is composed of units, the required number of units shall be selected at random in the first stage according to **A-2.3.3**.

A-2.3.3 For the purpose of random selection, a random number table* shall be used. In case a random number table is not available the following procedure shall be adopted:

Starting from any unit in the lot, count them in any order as 1, 2, 3, ..., up to r and so on where r is the integral part of N/n (N being the number of units in the lot and n the number of units to be selected). Every r th unit thus counted shall be withdrawn from the lot.

TABLE 2 SCALE OF SAMPLING FOR CATALOGUE AND ABSTRACT CARD

(Clause A-2.3.1)

NUMBER OF UNITS IN THE LOT	NUMBER OF UNITS TO BE SELEC- TED	CARDS FOR TESTING VISUAL AND DIMEN- SIONAL CHARACTER- ISTICS	PERMISSIBLE NUMBER OF DEFECTIVE CARDS	NUMBER OF CARDS FOR TESTING PHYSICAL REQUIRE- MENTS	PERMISSIBLE NUMBER OF DEFECTIVE CARDS
(1)	(2)	(3)	(4)	(5)	(6)
Up to 5	All	8	0	2	0
6 „ 100	5	20	0	3	0
101 „ 300	8	32	1	4	0
301 „ 500	13	52	2	5	1
501 „ Over	20	80	3	8	1

A-2.4 Selection of Cards and Number of Tests

A-2.4.1 From each selected unit, an approximately equal number of cards shall be taken out so as to give the required number of cards for testing visual and dimensional characteristics. A card shall be considered defective if it fails to conform to any one of the visual or dimensional requirements. The number of cards which are not meeting the visual and dimensional requirements shall not exceed the corresponding permissible number of defective cards given in col 4 of Table 2.

*See IS : 4905-1968 Methods of random sampling.

IS:7150-1974

A-2.4.2 From the cards which conform to visual and dimensional characteristics (*see* **A-2.4.1**) sample cards shall be taken out for testing physical requirements (*see* Table 1). A card shall be considered defective if it fails to conform to any one of the physical characteristics. The number of cards which are not meeting any one of the physical requirements shall not exceed the corresponding number of defective cards given in col 6 of Table 2.

A-2.5 Criteria for Conformity — A lot shall be considered as conforming to this specification when **A-2.4.1** and **A-2.4.2** are satisfied.

BUREAU OF INDIAN STANDARDS

Headquarters :

Manak Bhavan, 9 Bahadur Shah Zafar Marg, NEW DELHI 110002

Telephones : 3 31 01 31, 3 31 13 75

Telegrams : Manaksanstha

(Common to all Offices)

Regional Offices :

Telephone

*Western ; Manakalaya, E9 MIDC, Marol, Andheri (East), BOMBAY 400093 6 32 92 95

†Eastern : 1/14 C. I. T. Scheme VII M, V. I. P. Road, Maniktoia, CALCUTTA 700054 36 24 99

Northern : SCO 445-446, Sector 35-C CHANDIGARH 160036 { 2 18 43
3 16 41

Southern : C. I. T. Campus, MADRAS 600113 { 41 24 42
41 25 19
41 29 16

Branch Offices :

Pushpak, Nurmohamed Shaikh Marg, Khanpur, AHMADABAD 380001 { 2 63 48
2 63 49

'F' Block, Unity Bldg, Narasimharaja Square, BANGALORE 560002 22 48 05

Gangotri Complex, 5th Floor, Bhadbhada Road, T. T. Nagar, BHOPAL 462003 6 27 16

Plot No. 82/83, Lewis Road, BHUBANESHWAR 751002 5 36 27

53/5 Ward No. 29, R. G. Barua Road, 5th Byelane, GUWAHATI 781003 —

5-8-56C L. N. Gupta Marg, (Nampally Station Road), HYDERABAD 500001 22 10 83

R14 Yudhister Marg, C Scheme, JAIPUR 302005 { 6 34 71
6 98 32

117/418B Sarvodaya Nagar, KANPUR 208005 { 21 68 76
21 82 92

Patliputra Industrial Estate, PATNA 800013 6 23 05

Hantex Bldg (2nd Floor), Rly Station Road, TRIVANDRUM 695001 52 27

Inspection Office (With Sale Point):

Institution of Engineers (India) Building, 1332 Shivaji Nagar, PUNE 410005 5 24 35

*Sales Office in Bombay is at Novelty Chambers, Grant Road, Bombay 400007 89 65 28

†Sales Office in Calcutta is at 5 Chowringhee Approach, P. O. Princep Street, Calcutta 700072 27 68 00

Reprography Unit, BIS, New Delhi, India